



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

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MEMORANDUM FOR: Grants Council

FROM: Helen Hurcombe *Helen Hurcombe*
Director, Office of Acquisition Management

SUBJECT: Consistency and Accuracy in FAADS and
USASpending.gov Submissions

Purpose

Inconsistencies and errors in data reported to FAADS and USASpending.gov have been a continuing issue for agencies. This document prescribes risk management procedures and guidelines intended to mitigate and ultimately eliminate the frequency of errors and establish consistency and accuracy in data reported to the two systems.

Background

The Federal Funding Accountability and Transparency Act signed on September 26, 2006, requires unprecedented transparency in the reporting of Federal awards to the American public. Because data on the funding related to these awards is reported to both systems, it is of primary importance that the information reported be both consistent and accurate.

Applicability

This memorandum applies to all Department of Commerce bureaus providing public funding through financial assistance instruments.

Required Actions

For each organization, Grants Division Directors must review grant spending reported to the Federal Assistance Awards Data System (FAADS) and USASpending.gov to insure consistency and accuracy in the data submitted to each system. Their review must be validated in writing by designated subordinate supervisors (i.e. Team Leaders or Grants Officers). Additionally, corroboration of data accuracy must be obtained in writing from program directors. Due to its unique organizational composition and business process, the Economic Development Administration Chief Information Officer will perform the data validation and obtain concurrence in writing from the Regional Directors.

Frequency of Submissions

Since updating the USASpending.gov website, the guidelines for submission have changed. According to USASpending.gov:

The most recent Guidance, M-09-19, Guidance on Data Submission under the Federal Funding Accountability and Transparency Act (FFATA), requires federal agencies to report Assistance data to USASpending.gov twice per month. However, agencies are encouraged to submit any new data to the site as frequently as possible, with the goal of moving towards daily file submissions. New data received by USASpending.gov by 6pm EST is processed and made available on the site within the next business day.
(<http://www.usaspending.gov/learn?tab=Sources%20of%20Data>)

Submissions to USASpending.gov will occur at a minimum of twice per month. **Grants Management Division (GMD) will conduct spot checks to ensure that compliance with this condition is met.** USASpending no longer receives updated data feeds from FAADS. (<http://www.usaspending.gov/learn?tab=Sources%20of%20Data>)

Submissions to FAADS will occur monthly on the fifth day of each month. However, Census does not have the resources to upload to their site on a monthly basis. Therefore, the data will be stored in data banks and uploaded quarterly on that site <http://www.census.gov/govs/www/faadsmain.html>. **GMD will conduct spot checks during the second week of every month to ensure that compliance with this condition is met.**

Grants Management Reviews

In its grants management reviews, GMD will check award files and reporting systems for consistency and accuracy of data reported to USASpending.gov and FAADS.

The Deadline

Certification that this process has been completed and that reported data is accurate will be provided to the Director, Office of Acquisition Management no later than the 7th business day of the month. At NOAA and NIST the certification will be made by Grants Division Directors. At EDA, the certification will be made by the CIO.